



SECRET

19 November 1946

COPY NO. 85

25X1A

CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE ORDER

25X1A

25X1A

1. C.I.G. Administrative Order [REDACTED] dated 21 August 1946 regarding credit references is hereby rescinded, and the following is substituted therefor:

25X1A

a. Whenever it is required or necessary for a member of the Central Intelligence Group to give a business address for a credit reference, the following procedure will be followed for purposes of security:

(1) No information will be given concerning office or sub-division of C.I.G. to which the member belongs.

(2) At all times when it is necessary to give the Central Intelligence Group as a credit reference, the name of [REDACTED] Assistant to Chief, Personnel Division, C.I.G., will be given as the person to whom requests for credit information will be directed.

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[REDACTED] can be reached on EXecutive 6115, Extension 2320, and her address is as follows:

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[REDACTED]
Personnel Division
Central Intelligence Group

[REDACTED]
Washington 25, D. C.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]
Colonel, CAC
Executive for Personnel
and Administration

SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED
 (Sender will circle classification Top and Bottom)

CENTRAL INTELLIGENCE GROUP

PERSONNEL AND ADMINISTRATIVE BRANCH
INTER-OFFICE ROUTING SLIP

FROM		TO	INITIALS	DATE
	EXECUTIVE FOR PERSONNEL AND ADMINISTRATION			
X	DEPUTY EXECUTIVE FOR PERSONNEL & ADMINISTRATION			
	CHIEF, PERSONNEL DIVISION			
	CHIEF, FINANCE DIVISION			
	CHIEF, SERVICES DIVISION			
	CHIEF, SECURITY DIVISION			
	CHIEF, PROJECTS SUPPORT DIVISION			
	CHIEF, COMMUNICATIONS DIVISION			
	CENTRAL RECORDS	X		

☐ APPROVAL☐ INFORMATION☐ DIRECT REPLY☐ ACTION☐ RETURN☐ COMMENT☐ RECOMMENDATION☐ PREPARATION OF REPLY☒ FILE☐ SIGNATURE☐ CONCURRENCE☐ DISPATCH

REMARKS:

TOP SECRET

SECRET

CONFIDENTIAL

RESTRICTED

UNCLASSIFIED

25X1A

CONFIDENTIAL

NO. _____

Drafted 17 November 1946

CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE ORDER

25X1A

25X1A

1. CIG Administrative Order [REDACTED] dated 21 August 1946 regarding credit references is hereby rescinded, and the following is substituted therefor:

a. Whenever it is required or necessary for a member of the Central Intelligence Group or ~~Strategic Services Unit~~ to give a business address for a credit reference, the following procedure will be followed for purposes of security:

(1) ~~All employees will give only the Central Intelligence Group as a reference regardless of whether they are members of the CIG, etc. The name of the Strategic Services Unit will not be used.~~ No information will be given concerning office or subdivision of CIG to which the member belongs.

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(2) At all times when it is necessary to give the Central Intelligence Group as a credit reference, the name of [REDACTED] Assistant to Chief, Personnel Division, CIG, will be given as the person to whom requests for credit information will be directed. [REDACTED] can be reached on EXecutive-6115, Extension 2320, and her address is as follows:

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[REDACTED]
Personnel Division
Central Intelligence Group

25X1A

[REDACTED]
Washington 25, D. C.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

CONFIDENTIAL

[REDACTED]
Colonel, CAC
Executive for Personnel and Administration

CONFIDENTIAL

19 November 1946

COPY NO. 66

CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE ORDER [REDACTED]

25X1A

25X1A

1. C.I.G. Administrative Order [REDACTED] dated 21 August 1946 regarding credit references is hereby rescinded, and the following is substituted therefor:

a. Whenever it is required or necessary for a member of the Central Intelligence Group to give a business address for a credit reference, the following procedure will be followed for purposes of security:

(1) No information will be given concerning office or sub-division of C.I.G. to which the member belongs.

(2) At all times when it is necessary to give the Central Intelligence Group as a credit reference, the name of [REDACTED], Assistant to Chief, Personnel Division, C.I.G., will be given as the person to whom requests for credit information will be directed.

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25X1A

[REDACTED] can be reached on EXecutive 6115, Extension 2320, and her address is as follows:

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[REDACTED]
Personnel Division
Central Intelligence Group

25X1A

[REDACTED]
Washington 25, D. C.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]
Colonel, CAC
Executive for Personnel
and Administration


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COPY NO. 82

22 November 1946

CENTRAL INTELLIGENCE GROUP

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C.I.G. ADMINISTRATIVE ORDER 

1. Reference CIG organization chart dated 22 November 1946.
2. The name of the "Commercial Contacts Branch" of the Office of Operations is changed, effective this date, to the "Contact Branch". All organization charts or other records in this connection should be changed accordingly.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



Colonel, CIG
Executive for Personnel and Administration

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19 November 1946

COPY NO. 83

CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE ORDER [REDACTED]

25X1A

25X1A

1. C.I.G. Administrative Order [REDACTED] dated 21 August 1946 regarding credit references is hereby rescinded, and the following is substituted therefor:

a. Whenever it is required or necessary for a member of the Central Intelligence Group to give a business address for a credit reference, the following procedure will be followed for purposes of security:

(1) No information will be given concerning office or sub-division of C.I.G. to which the member belongs.

(2) At all times when it is necessary to give the Central Intelligence Group as a credit reference, the name of [REDACTED] Assistant to Chief, Personnel Division, C.I.G., will be given as the person to whom requests for credit information will be directed.

25X1A

[REDACTED] can be reached on EXecutive 6115, Extension 2320, and her address is as follows:

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[REDACTED]
Personnel Division
Central Intelligence Group

25X1A

[REDACTED]
Washington 25, D. C.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]
Colonel, CAC
Executive for Personnel
and Administration